

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	3.3	2
References/Authority KRS 11A.040(9), 196.035, 196.230, 197.020 CPP 3.1	Date Filed	Effective Date
	May 14, 2007	August 31, 2007
Subject		HOLDING OF SECOND JOBS BY CORRECTIONS' EMPLOYEES

I. DEFINITIONS

None

II. POLICY and PROCEDUES

A. Corrections shall permit an employee to hold a second job, if Corrections is able to: (a) provide a safe and secure environment for staff and inmates at the institutions; and (b) maintain adequate staffing to ensure that administrative functions shall not be impaired.

B. This policy shall not unduly restrict or discourage an employee from operating a home based business or obtaining approval for outside employment if:

1. the second job is not in direct conflict with the employee's current job;
2. the second employer has not previously, is not currently, or is unlikely in the future, to be under contract with Corrections;
3. the scheduled work hours for the second job do not conflict with the normal working hours of the position with Corrections; and
4. the second job is in compliance with the Executive Branch Code of Ethics. Refer to KRS Chapter 11A.

C. Requirements for outside employment

1. The following steps shall be taken by a Corrections employee who either currently holds a second job or is considering supplemental employment outside Corrections.
 - a. The employee shall provide written notification of this employment by submitting a Request for Approval of Outside Employment form (Attachment 1) to his personnel liaison, District Manager or designee. A copy shall be given to his immediate supervisor.

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- b. The employee shall complete the form, including a detailed explanation of the outside employment.
2. The personnel liaison, district supervisor, or designee and the employee's immediate supervisor shall meet with the employee to discuss the impact of the second job upon the needs of Corrections. If there is a perception or a question concerning a conflict of interest, or if there is an association between the outside employment and Corrections, the forms shall be forwarded to central office. In the absence of these issues, approval may be made at the institutional or district level.
3. The personnel liaison, district supervisor, or designee shall forward a copy of all requests for Outside Employment to the Division of Personnel Services. The Personnel Director shall file a quarterly report with the Executive Branch Ethics Commission listing all employees who have been approved for outside employment and the outside employer of each.

**DEPARTMENT OF CORRECTIONS
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**

Employee Name: _____ Job Title: _____

Department: _____ Division: _____

Facility/Branch/Section _____

Work Schedule (days of week/hours per day) _____

I request approval of off-duty employment with:

Name of Outside Employer: _____

Type of Business: _____

Business Address: _____

Supervisor: _____ Supervisor Title: _____

Description of Contracts with the Justice & Public Safety Cabinet or the Department of Corrections

Description of Regulatory Relationship with the Justice & Public Safety Cabinet or the Department of Corrections

Description of outside employment (including schedule of days and hours requesting to work)

As a public servant, I am not involved in the Justice and Public Safety Cabinet or the Department of Corrections decisions concerning the above named employer. If the request is approved, I agree that if, in the future, I realize that I will be involved in such decisions, I will immediately notify my appointing authority, or his/her designee, and take steps to avoid any conflict of interest. Attached for your review are the following: a copy of my current P-1 personnel form and job description.

Requesting Employee's Signature *Title* *Date*

Subscribed, sworn, and acknowledged before me by _____ this the _____
day of _____ 20____.

Notary Public _____

My Commission Expires _____

As appointing authority for the Department of Corrections, I certify that this employee is not involved in this Department's decisions concerning the employee's company of outside employment. This off-duty employment, in my opinion, will not create a real or perceived conflict of interest which would damage public confidence in government; and that I approve such off-duty employment.

Appointing Authority or Designee Signature *Title* *Date*